

Stop/ Pause Work Authority



Stop / Pause Work Authority

It is your responsibility AND you have stop work authority. We always comply with the Refining Tenets that are based on the two principles:

- Do it safely or not at all
- There's always time to do it right

As an employee or contractor for Chevron, you are responsible and authorized to STOP any work that does not comply with our Tenets. Your actions to support the Tenets are fully supported by the Chevron Richmond Refinery Management Team.

- All issues will be addressed promptly
- All levels of refinery management support you.

That is our commitment to you.

Nigel Hearne, Refinery General Manager

5 Steps of Stop/ Pause Work Authority

Step 1

- Stop the activity/ behavior

Step 2

- Notify the person in charge (i.e., Supervisor/HO/HM to address the issue)

Step 3

- Involve the right people (discuss concerns/correct the issue)

Step 4

- Resume work

Step 5

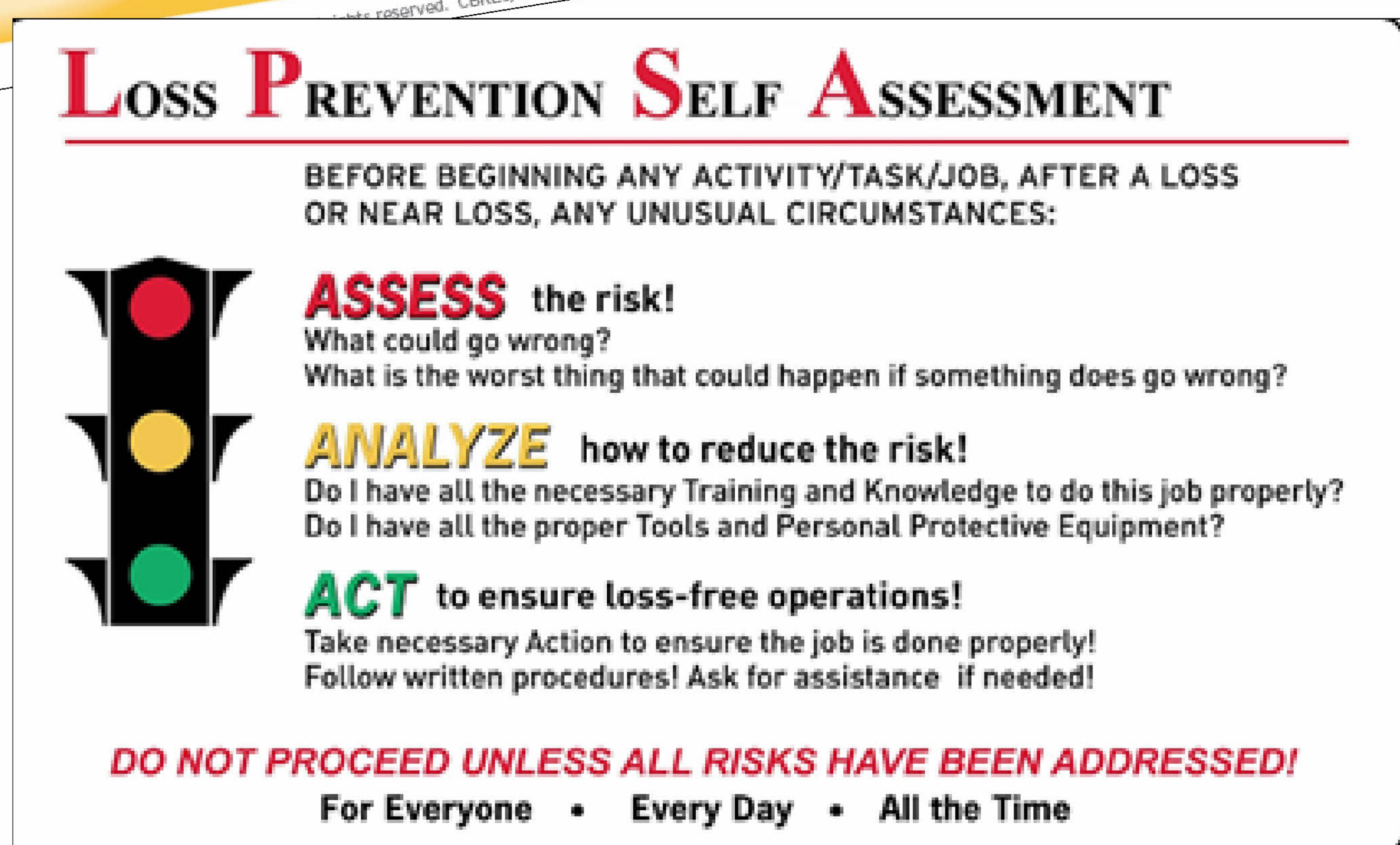
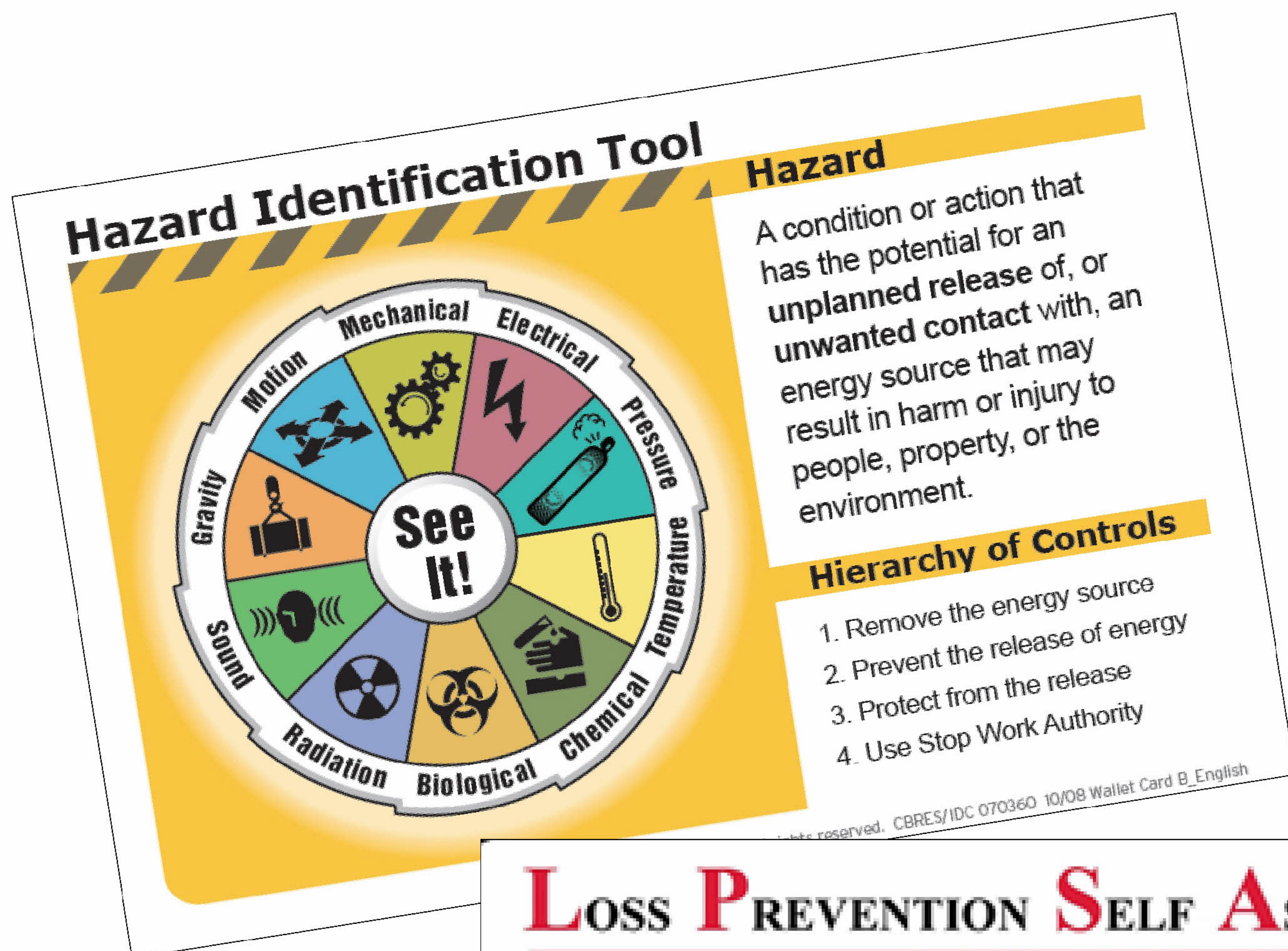
- Share lessons learned (i.e., potentially impacted employees & contractors)

OE Week Feedback

As Leaders, we can promote Stop/ Pause Work Authority by having conversation about SWA before every shift, recognize and share back positives of SWA, reinforce that people have the authority to use and receive SWA, and support our peers in using SWA.

ALWAYS

Hazard Identification/ Risk Recognition



OE Week Feedback

Our sense of vulnerability goes hand in hand with excellence in Hazard Identification and Risk Recognition for all of our tasks. We need to continue to engrain risk recognition for all of our tasks by asking ourselves, “Where am I are being complacent”, and “What’s the worst thing that can happen if something does go wrong”?

ALWAYS

Tenets of Operation



Tenets of Operation

1. Always operate within design and environmental limits.
2. Always operate in a safe and controlled condition.
3. Always ensure safety devices are in place and functioning.
4. Always follow safe work practices and procedures.
5. Always meet or exceed customers' requirements.
6. Always maintain integrity of dedicated systems.
7. Always comply with all applicable rules and regulations.
8. Always address abnormal conditions.
9. Always follow written procedures for high-risk or unusual situations.
10. Always involve the right people in decisions that affect procedures and equipment.

Our work is guided by two key principles:

- *Do it safely or not at all*
- *There is always time to do it right*

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OE Week Feedback

As Leaders, we need to take personal responsibility to make sure everyone feels comfortable using the Tenets, procedures, SWPs with excellence. We need to coach the right behaviors, and be sensitive of when we are pushing the work. By focusing on the right behaviors (appropriate for the task), we'll prevent situations where people feel rushed and we will avoid performing the poor quality work.

ALWAYS

Operational Discipline

Every Task, the Right Way, Every Time.

OE Week Feedback

All tasks should be thought of as critical - to be performed correctly every time. We need to ensure people are trained and using the tools we have.

Consistent implementation of Safety Work Practices – LOTO and JJSV are critical tasks which need to be correct 100% of the time. Also, identifying, “valve normal” status (open or close), and identify which Procedures apply to each job.

We need to confirm that what we just did (actions taken) were what was intended and correct.

ALWAYS

Take 5 to Recognize



New Take 5 to Recognize Website!

To recognize those individuals and work groups who positively influenced/supported you to get the job done safely—incident and injury free!

- 1.Purpose – Provide meaningful personal recognition for a job well done on a regular basis.**
- 2.Who? – Anyone can provide recognition (Positive Feedback) for a job well done. Positive Recognition from Supervisors and Peers is a great way to build team work and good communication skills.**
- 3.When? – During a recurring team meeting as a short topic on recognition, or anytime that you see efforts of work.**
- 4.Why? – We have many great things happening and people deserve to hear that people see and appreciate their efforts.**
- 5.How? – Identify a pinpointed task or behavior that had a positive impact on our business or our work environment. share it with your team “Who Did What?” and “Here’s Why It Made a Difference.” All who hear the recognition can share the recognition with the receiver if they were not present to hear it.**

Check out the new Take 5 to Recognize Website.

Near Loss Reporting



A Near Loss (also know as a Near Miss) is an event which, under slightly different circumstances or if left unmanaged, could have resulted in a loss.

Near Losses include all unsafe working conditions and unsafe behaviors.

If a near loss has been identified, the person who identified the near loss is responsible for documenting and submitting the loss or near loss information.

Near losses can be submitted:

- 1. into the IMPACT ERM database,**
- 2. verbally to a supervisor,**
- 3. anonymously through the TOP program,**
- 4. by completing a Near Miss “Green” Card – preferred for Contract Partners.**
- 5. An alternative method for near loss reporting is in development.**